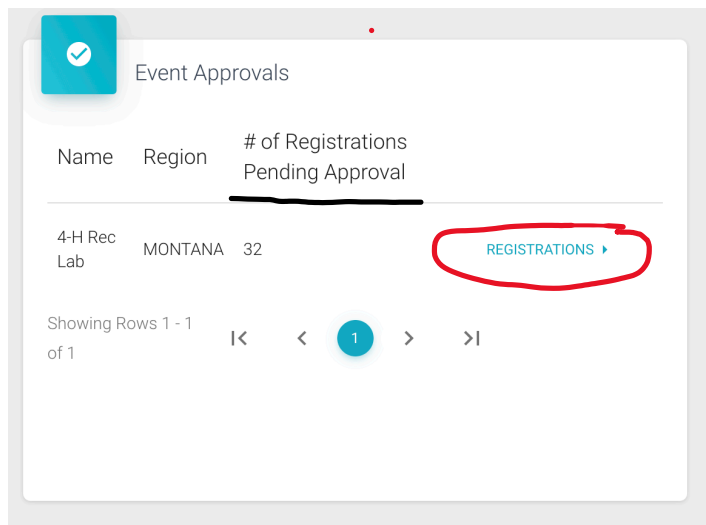


4H ZSuite // Event Registration Approval and Payment Process // State Events

On your county admin dashboard you will find a box that shows event registrations that are awaiting approval at the county level. State events will be set up so a participant (member/volunteer/external) will need to be approved by a county admin before being prompted to pay the event fees. This is because every county has a very different payment structure for state or regional events.



Name	Region	# of Registrations Pending Approval	
4-H Rec Lab	MONTANA	32	REGISTRATIONS ▶

Showing Rows 1 - 1 of 1

Click on the BLUE “Registrations” to open the list of participants that have completed their registration for the event listed. NOTE: If you have approved them all and there is nothing showing in that box, but you want to get back to the registration page, click on the event tab on the left. And click on the BLUE “Registrations” button to get to the list of participants for that event.

On the Registration page you will find a list of everyone that has successfully registered for this event.

To Approve a participant, click on the blue pencil on the right of their record. The “Participant’s” data page will open. You can review what they have entered and make changes if needed.

TO APPROVE ADD AN APPROVAL DATE IN THE FIELD and click save data at the bottom of the page AND THE STATUS WILL CHANGE FROM “PENDING APPROVAL” TO PENDING PAYMENT”.

Data for Brett Schomer

CHOOSE STATUS
Pending Approval

Approval Date
02/09/2022

Payment Details

Total Fee: **\$80.00**

Item	Amount
Event Fee for Brett Schomer	\$75.00
Session 4 (1 Hour) DO NOT SELECT IF YOU CHOSE A 2 HOUR WORKSHOP FOR SESSION 4 ABOVE. - Sewing in the Fast lane	\$5.00

When participant has been approved, they will receive an email from ZSuite (support@zingbooks.com) that prompts them to pay for the amount shown on their data page. This email is automatic and at this time is not county specific. **I would advise sending the family an email when they are approved with any county specific instructions you may have. This is especially important if you DO NOT want them to pay for the event or only want them to pay a certain amount.**

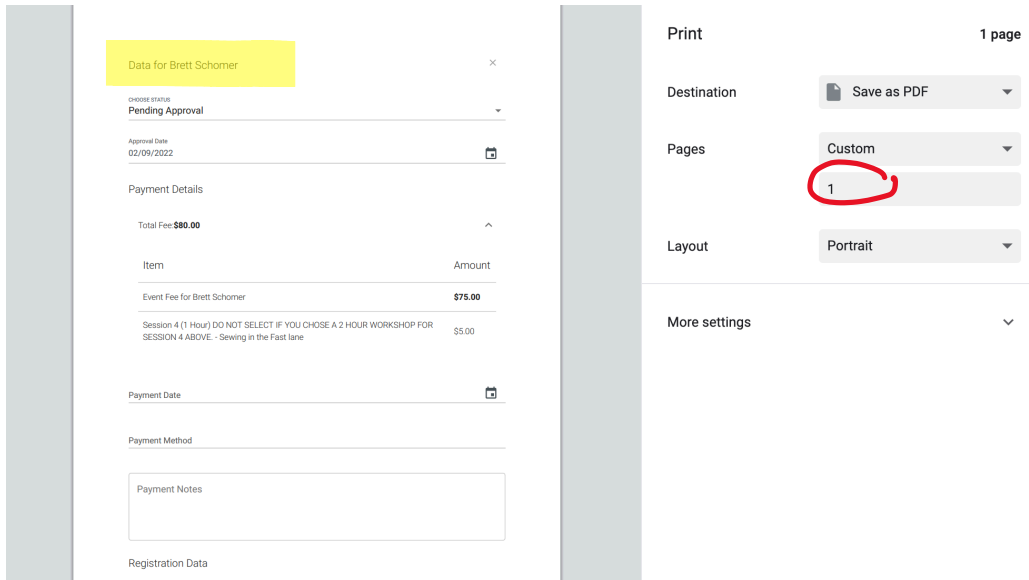
Example:

- Member Fees for Rec Lab are \$80 shown in Zsuite.
- Full amount of \$80 is owed to host district for the Event.
- Member’s county pays for half of the registration fee.
- The Family owes the county \$40, not \$80.
- This needs to be communicated to the family.

Once the status is “pending payment” you will see the Payment info on this page. Use the ^ to the right of “Total Fee” to open the complete breakdown of payment info, including the registration fee and any additional fees.

While there is not a way at this time to create an invoice you can copy or print this payment information as an invoice or record.

I used the print function in my browser to generate this one-page PDF that shows the payment info for this participant. Be sure to change the pages from “all” to “1” if you just want the payment info and not all the registration info, which is several more pages.



Note that there are places to keep track of additional payment information, such as, Payment Notes. These payment notes are only viewable by the county/state admin. Once Payment has been received AT THE COUNTY LEVEL change the status to active and enter a payment date. **Make sure you scroll to the bottom and hit save data!**